

## **SECRETARY TO THE FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a position, the major duty of which is relieving the fire chief of the duties of routine record-keeping, correspondence, and other clerical and minor administrative matters. The work involves frequent contacts with the public through acting as receptionist for the chief's office. The employee of this class works independently in designated areas, receiving direction and supervision from the fire chief who oversees and reviews the work of this class.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Opens, sorts, and distributes mail for the chief's office; processes outgoing mail and interdepartmental correspondence.

Schedules appointments and keeps records for the chief of his schedule. Screens visitors to the chief's office; answers questions and handles any routine requests by visitors.

Places telephone calls for the chief as directed; answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Answers telephone inquiries about operation of the fire department or any related areas of fire fighting operations.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the chief. Takes and transcribes dictation from longhand notes or voice machine. Proofreads typed material and corrects errors. Replies to any routine correspondence or requests following departmental procedures or following special directions from the chief.

Sets up a filing system; revises such system when necessary. Files documents in department files; retrieves information from files when required. Develops new procedures for office functions when necessary.

Operates a computer terminal in order to enter or retrieve information from files; operates a word processor, copying machine, and calculator or adding machine.

Receives department records and reports, checks them, and processes

or files them. Enters routine information in department records; fills out all forms or records required or assigned. Compiles data needed for reports and writes reports.

Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Prepares purchase requisitions and orders supplies and equipment. Gets estimates on repair costs for any assigned equipment.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must present a certificate verifying the ability to type forty (40) words per minute.

Must have at least three (3) years clerical experience, including the operation of a computer.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.